



DEPARTMENT OF PUBLIC WORKS
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Cemetery Commission
Meeting Minutes
March 20, 2012 3:00pm

Present: Bill Sutcliffe-Clerk, Donald Morse- Superintendent -Thomas Garmon DPW Director – Becky Neville-
Liaison- Vicki Franz DPW Dept
Absent- John Flannery- Chair

Bill Sutcliffe called the meeting to order at 3:05 pm in the Morse-Hilberg Room at Town Hall.

Old minutes were approved.

Meeting started with the discussion of implementing a Disinterment Form. The Town Clerk had drawn up a form for review. It was noted that tracking of such information would be a good thing. Becky suggested changing the form to include a signature and date from both the BOH and the Cemetery Superintendent or Commissioner, and also the date received by the Town Clerk. Although we have not had much call for this situation, it was agreed by all that this would be a good process. VF will ask LM to make the changes and bring to next meeting.

The next item was discussion of Capital Improvements. There is the potential need for additional cemetery in the future. The Lyons property was brought up, but the access and general layout of the land is not conducive to a cemetery. Middle Rd across from the Neville property was suggested. Donald pointed out that we need a gravelly area, so as not to impede the digging process. The Stow Rd and Burroughs intersection is slated for narrowing in order to slow down traffic and improve site lines. This would allow the wall to be moved out and possible space opened up for cremations. Becky suggested getting a list of Chapter property from EH., then walking some sites over the summer to draw up a list of potential properties that may become available in the future. Donald suggested obtaining a soil map to locate favorable areas. Perhaps EH can print an overlay? BS will ask for drawing.

DPW will be leveling the S. Cemetery this spring and do the usual spring cleanup.

Next meeting was set for June 5th, time to be determined.

Sutcliffe moved to adjourned at 3:45pm, seconded by Neville.